

ONE-ON-ONE COACHING CONVERSATION WORKSHEET

A Practical Tool for Managers Who Want Clarity, Trust, and Results

Employee Name:

Manager Name:

Date:

1. Opening Check-In (3–5 minutes)

Purpose: Build rapport, ensure psychological safety, and understand how the employee is doing today.

How are you arriving today?

What's going well for you this week?

2. Priorities & Progress (10 minutes)

What meaningful progress has been made since the last one-on-one? What matters most right now?

What progress are you most proud of since our last meeting?

Which priorities feel most important this week?

What feels unclear or where are you stuck?

3. Barriers & Support (5 minutes)

Identify friction before it becomes a problem and determine where support is needed.

What's getting in your way right now?

What support, resources, or decisions do you need from me?

4. Strengths & Development (5 minutes)

Reinforce strengths, build capability, and support long-term growth.

Where did you feel at your best this week?

Which strengths did you use most? (CliftonStrengths, DiSC, personal reflections)

Where would you like more development or coaching?

5. Commitments & Next Steps (3–5 minutes)

Capture clear, shared agreements to reinforce accountability and alignment.

Employee Commitments Before Next Meeting:

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Manager Commitments Before Next Meeting:

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6. Recognition (1–2 minutes)

End by reinforcing confidence, progress, and belonging.

What specific progress or behavior would you like to acknowledge today?

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One-on-One Summary (Completed by Manager)

Save this section for your own follow-up notes.

- Key Wins
- Barriers to Remove
- Priorities to Revisit Next Week
- Coaching Notes

End of Meeting Prompt

Ask this before closing:

“Is there anything we didn’t talk about today that you were hoping we would cover?”

Optional Section: Alignment to Team / Organizational Goals

(Use when needed for project teams, cross-functional groups, or leadership roles)

How does this week’s work align with our broader goals?